

**Job Title:** Principal

**Qualifications:**

- a. Master's degree in educational leadership or related field
- b. Valid Maine certification, Building Administrator (040) preferred
- c. Successful teaching experience
- d. Knowledge of school curricula, instruction, and special education law
- e. Ability to communicate effectively with students, parents and staff

**Reports to:** Superintendent

**Job Goal:** Provide leadership to the instructional program at the building level and district level, and assure responsibility for the operation and administration of the school.

**Essential Functions:**

- a. Be responsible for the overall administration of the school, consistent with RSU 40 policies and state and federal laws
- b. Provide leadership in the areas of curricula, instruction, assessment, and interventions
- c. Supervise all staff, including teachers, educational technicians, and secretaries
- d. Evaluate staff members with appropriate documentation, suggest areas of improvement, and make recommendations to the Superintendent relative to their continued employment
- e. Assist in screening, interviewing and hiring staff
- f. Develop schedules for staff and students, assign teachers and students to classes and rooms, and chair staff meetings
- g. Assist in budget preparation for the school and monitor all expenditures
- h. Participate in the development of district policy when appropriate
- i. Maintain records consistent with state law and manage general office routines
- j. Direct and lead staff in determining standards of acceptable student behavior and safety
- k. Enforce laws and policies related to student attendance
- l. Oversee the maintenance and general operation of the building and grounds, recommending necessary repairs and improvements
- m. Maintain an effective public relations program, promoting communication with staff, students, parents, and the general public
- n. Attend Board meetings when appropriate
- o. Perform other responsibilities as assigned by the Superintendent

**Terms of Employment:** As determined by the current Collective Bargaining Agreement between the RSU 40 Board of Directors and the Administrator Group

**Evaluation:** Performance of this job will be evaluated annually by the Superintendent.

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To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.